

# BOSKENNA MANOR

ST. BURYAN

PENZANCE

CORNWALL

Written Scheme of Investigation – Historic Building Recording & Archaeological  
Monitoring



South West Archaeology Ltd. WSI no. SBBM21WSIv1



[www.swarch.net](http://www.swarch.net)

Tel. [REDACTED]  
01872 223164

# Boskenna Manor, St. Buryan, Cornwall

## Written Scheme of Investigation – Historic Building Recording & Archaeological Monitoring

---

By Natalie Boyd  
Checked by Dr. Samuel Walls MCIfA  
Issued: 18<sup>th</sup> January 2021

Produced by SWARCH for Atlantic Building Consultants Ltd.

### Non-Technical Summary

---

*This Written Scheme of Investigation (WSI) has been prepared by South West Archaeology Ltd. for Atlantic Building Consultants Ltd. (the Client). It has been drawn up in consultation with the LPA and details the archaeological mitigation strategy and methodology to be employed for building recording and watching brief at Boskenna Manor, St. Buryan, Cornwall.*

A Heritage Impact Assessment for Boskenna Manor was conducted by Atlantic Building Consultants Ltd. in 2020, with an addendum produced later in 2020. Boskenna Manor is a Grade II\* listed country house with Listed Building consent for the refurbishment of the building and reordering of the rooms. The building contains datestones for 1678, 1858 and 1888 and it was known to have been built for the Paynter family.

---



South West Archaeology Ltd. shall retain the copyright of any commissioned reports, tender documents or other project documents, under the Copyright, Designs and Patents Act 1988 with all rights reserved, excepting that it hereby provides an exclusive licence to the client for the use of such documents by the client in all matters directly relating to the project.

## CONTENTS

---

<b>1.0</b>	<b>INTRODUCTION</b>	<b>4</b>
1.1.	PROJECT SCOPE	4
1.2.	PLANNING CONTEXT	4
1.3.	PLANNING CONDITION(S)	4
1.4.	PUBLIC AND ECONOMIC BENEFIT	5
<b>2.0</b>	<b>BACKGROUND INFORMATION</b>	<b>5</b>
2.1.	ARCHAEOLOGICAL AND HISTORICAL BACKGROUND	5
2.2.	TOPOGRAPHY AND LOCATION	6
<b>3.0</b>	<b>HEALTH &amp; SAFETY AND ENVIRONMENTAL POLICIES</b>	<b>7</b>
3.1.	SWARCH H&S POLICIES	7
3.2.	SPECIFIC HEALTH & SAFETY MEASURES	7
3.3.	ENVIRONMENTAL POLICIES	7
<b>4.0</b>	<b>PROJECT AIMS AND TIMETABLE</b>	<b>8</b>
4.1.	PROGRAMME OF WORKS	8
4.2.	TIMETABLE	8
<b>5.0</b>	<b>RESEARCH OBJECTIVES</b>	<b>9</b>
5.1.	RESEARCH OBJECTIVES	9
<b>6.0</b>	<b>METHODOLOGY</b>	<b>9</b>
6.1.	HISTORIC BUILDING RECORDING	9
6.2.	ARCHAEOLOGICAL MONITORING	9
6.3.	METHODOLOGY	9
6.4.	SAMPLING STRATEGY	10
6.5.	RECORDING	10
<b>7.0</b>	<b>MONITORING</b>	<b>10</b>
<b>8.0</b>	<b>REPORTING</b>	<b>10</b>
8.1.	REPORTING STRATEGY	10
8.2.	POST-EXCAVATION ASSESSMENT	11
8.3.	ARCHIVE REPORT	11
8.4.	PUBLICATION AND DISSEMINATION	12
8.5.	PUBLIC PARTICIPATION	12
<b>9.0</b>	<b>ARCHIVE</b>	<b>12</b>
<b>10.0</b>	<b>PERSONNEL</b>	<b>13</b>
10.1.	SWARCH PERSONNEL	13
10.2.	SPECIALISTS	13
10.3.	TRAINING AND CPD	14
<b>11.0</b>	<b>INSURANCES AND QUALITY CONTROL</b>	<b>14</b>
<b>12.0</b>	<b>CONFLICT WITH OTHER CONDITIONS AND STATUTORY RESTRAINTS</b>	<b>14</b>

## FIGURES

---

*Coverplate: 1908 photo of the north-west and south-west elevations; from the HIA (Atlantic Building Consultants).*

FIGURE 1: LOCATION MAP. 8

## 1.0 INTRODUCTION

---

SITE NAME:	BOSKENNA MANOR
PARISH:	ST. BURYAN
COUNTY:	CORNWALL
CENTROID NGR:	SW 42286 23671
PLANNING REFERENCE:	PA20/01448
OASIS NUMBER:	SOUTHWES1-412889

### 1.1. PROJECT SCOPE

This document is the Written Scheme of Investigation (WSI) for Boskenna Manor, St. Buryan, Cornwall. It has been produced by South West Archaeology Ltd (SWARCH) for Atlantic Building Consultants Ltd. (the Client). It sets out the methodology for the archaeological works to be undertaken during the proposed development, and for related off-site analyses and reporting. The WSI and the schedule of work it proposes were drawn up in consultation with the LPA.

### 1.2. PLANNING CONTEXT

Works on this site are being undertaken as part of Listed Building Consent PA20/01448 for the refurbishment and reordering of the building.

### 1.3. PLANNING CONDITION(S)

In accordance with paragraph 189 of the *National Planning Policy Framework* (2018), and the Local Development Framework Policy on archaeology, Cornwall Local Plan Policy 24, consent has been granted, conditional upon a programme of archaeological work being undertaken. Condition 3 states:

*A) The works to unblock the fireplace and create an access between bedrooms 1 and 2 shall not commence until a programme of archaeological work including a Written Scheme of Investigation has been submitted to and approved by the local planning authority in writing. The scheme shall include an assessment of significance and research questions, and:*

- 1. The programme and methodology of site investigation and recording*
- 2. The programme for post investigation assessment*
- 3. Provision to be made for analysis of the site investigation and recording*
- 4. Provision to be made for publication and dissemination of the analysis and records of the site investigation*
- 5. Provision to be made for archive deposition of the analysis and records of the site investigation*
- 6. Nomination of a competent person or persons/organisation to undertake the works set out within the Written Scheme of Investigation*

*B) The works to unblock the fireplace and create an access between bedrooms 1 and 2 shall not be carried out other than in accordance with the Written Scheme of Investigation approved under condition (A).*

*C) The site investigation and post investigation assessment shall be completed in accordance with the programme set out in the Written Scheme of Investigation approved under condition (A) and the provision made for analysis, publication and dissemination of results and archive deposition has been secured.*

*D) The archaeological recording condition will normally only be discharged when all elements of the WSI including on site works, analysis, report, publication (where applicable) and archive work has been completed.*

*Reason: To ensure that provision is made to record finds of archaeological interest in accordance with the aims and intentions of paragraph 189 of the National Planning Policy Framework 2019 and policy 24 of the Cornwall Local Plan Strategic Policies 2010-2030. A pre-commencement condition is required in this case because it is essential to establish, before any works takes place, the nature and extent of any buried historic assets in order to provide appropriate safeguards.*

## 1.4. PUBLIC AND ECONOMIC BENEFIT<sup>1</sup>

- 1.4.1. Social benefit can arise through learning and development, and community strength and local identity can be enhanced through contact with the historic environment.
- 1.4.2. Social benefit also arises from the net contribution to human knowledge (the *research dividend*) made by investigative works.
- 1.4.3. Economic benefit can arise from the regeneration of historic places, leading to the revitalisation of communities and neighbourhoods. Archaeology can make a meaningful contribution to place-making, which in turn enhances the image of a place and makes it a more desirable place in which to live.
- 1.4.4. Economic benefit can also arise from beneficial publicity, particularly through outreach, but also via public appreciation of due corporate diligence and care for the historic environment.

## 2.0 BACKGROUND INFORMATION

---

### 2.1. ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

A Heritage Impact Assessment for Boskenna Manor was conducted by Atlantic Building Consultants Ltd. in 2020<sup>2</sup>, with an addendum produced later in 2020<sup>3</sup>. Boskenna Manor is a Grade II\* listed building and the listing text reads as follows:

*ST BURYAN BOSKENNA SW 42 SW 8/78 Boskenna - GV II\* Country house. Datestones 1678, 1858 and 1888. Built for the Paynter family. Granite ashlar to the principal elevations, otherwise granite rubble. Bitumen grouted dry Delabole slate roofs mostly with gable ends, granite coped gables with moulded kneelers to entrance front and wing on right. C19 pierced crested clay-ridge tiles. Granite ashlar gable and axial chimneys, some brick chimneys. Bellcote over left-hand gable of rear wing. Plan: Large irregular plan. In 1678 the house was remodelled or rebuilt as a T-shaped plan facing north west with possible hall on the left, parlour on the right, and with a large stair hall behind the middle of the house. This plan survives as the north-west wing. Probably in the C18 and circa early C19 there were deep service wings added at right angles behind either side, however, these wings may have been remodelled from remains of earlier, possibly C16 ranges. These wings survived until 1858 (datestone) when the house was remodelled and the rear right-hand (SW) wing was completely or partly rebuilt in 1888 (datestone ) in the style of the C17 house. Until then this wing was a coach house and stables. At probably the same time the house was extended to the rear in the same style. The right-hand (SW) elevation then became the principal entrance front. The irregular rear left-hand wing appears to be circa mid-late C19 and was retained as a service wing. Exterior: 2-storeys plus attic over parlour. Regular late C17 1:3 bay north-west front has plinth and continuous hoodmould which steps up over the windows. Left-hand window is a Victorian canted bay, with paired central lights and sidelights. The other windows are in C17 chamfered openings. The windows are Victorian 2-light wooden cross windows possibly based on original transomed mullions. Principal 1:3:1:1 gabled south-west entrance front has remodelled C17 gable end on the left, otherwise the front is Victorian but in similar style. Left-hand bay projects slightly and the hoodmould continues from the north west front and steps over a tall 4-light transomed mullioned window which is a Victorian replacement (old painting shows a similar but less deep window). First floor window is a C17 3-light mullioned window with a square hoodmould. Over this window is a datestone 1678 with the arms of the Paynter family and another datestone 1858. The gable window is a similar 2-light C17 window without a hoodmould. Octagonal granite gable finial is Victorian and there are similar finials to the other principal gables. Next 3 bays have gabled dormers with 2-light windows (all the Victorian windows are mullioned with transoms and except for the dormers all the openings have hoodmoulds). Below the left-hand window is a large 5-light window to light the Victorian hall and on the right is a Tudor-arched doorway with 3-light overlight. Next (gable ended) bay projects forward and has 5-light window to each floor. Right-hand bay is set back and has 2-light window to each floor; the upper window is a gabled dormer. There is reused C17 and earlier masonry both to the left-hand (NE) and rear (SE) elevation. North-east front has a C17 gable end on the right with reset C17 doorway on its left and single storey service wing on the left. Left-hand wing has pyramidal roof*

<sup>1</sup> ClfA 2015: *Professional Archaeology: a guide for clients*.

<sup>2</sup> Ramage, J. 2020: *Heritage Impact Assessment and Design and Access Statement: Boskenna Manor, St. Buryan; ABC381*.

<sup>3</sup> Ramage, J. 2020: *Addendum to Heritage Impact Assessment: Boskenna Manor, St. Buryan; ABC381*.

lantern over the middle of the roof. There are three arched circa mid-C19 12-pane hornless sashes to its front and a similar window towards the right. In between is a canted late Victorian bay window with horned sashes. Mostly Victorian south-east elevation has reused doorway with arched head (towards right) and moulded spandrel stones of former probably C17 4-centred arch above. Right of the doorway the masonry is older (possibly C17) with 3-light mullioned window possibly in situ (if so, this is evidence for a larger plan house in the C17). Service wing projecting forward on the right has lean-to with doorway constructed using C17 chamfered stones. Interior: C17 parlour has complete late C17 bolection moulded panelling panelled doors and a fine quality ribbed plaster ceiling of the same date. C17 possible hall now a kitchen has Victorian panelling in the C18 style and a C17 chamfered fireplace (under a large axial stack). Stair hall has C17 open-well stair with heavy turned balusters, and pendants. Exposed roof structure above the stair is Victorian. C17 chamfered granite fireplace in chamber over kitchen. Resited circa early-C17 moulded granite fireplace with dice stops in SW parlour. Other features are mostly Victorian including: some ceiling cornices, the back stairs, chamfered roof structures, other carpentry and joinery, chimney-pieced, cast-iron grates and cast-iron range in the back kitchen. The Victorian back kitchen is lit and ventilated by a large roof lantern. Behind the C17 parlour is a large Victorian room with a high ribbed ceiling and a fine marble chimney-piece.

The comments from the LPA are as follows:

*"The application by virtue of the proposed non-breathable insulation applied to the ceiling of the staircase hall, bedrooms 8 and 9, in the north west range fails to comply with NPPFP184, 189 and 196, and policies 12 and 24 of the Cornwall Local Plan and section 16, 66 and 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990 and Historic Environment Good Practice Advice in Planning Note 2 Managing Significance in Decision-Taking in the Historic Environment 2015 and Historic Environment Good Practice Advice in Planning Note 3, The Setting of Heritage Assets (2nd Edition).*

*The Heritage Impact Assessment submitted assesses the evolution of the building and its significance and then assesses each proposal and the impact of each proposal, thoroughly.*

*The dampness at the eaves possibly due to wind driven rain, seeping in at the junction of coping stones which are circa 17th. By numbering the stones, carefully dismantling and laying lead, but not to be visible and mechanically fixing the stones with stainless steel fixings, this should reduce water ingress and still preserve the special architectural character of the listed building.*

*The removal of the kitchen fittings and reinstating the original proportions and fireplace of the north ground floor room of the north west range is considered a benefit. Reinstating former openings between bedrooms, is how bedrooms were commonly accessed for centuries, is considered appropriate. The use of the hall in the south west range as a kitchen cum living room with free standing units is considered appropriate. But have the proposed floor loadings been considered on the existing joists for the proposed central island, especially if a granite worktop is proposed?*

*Whilst the desire to improve the insulation levels is acknowledged, the concern is introducing a non-breathable material. It is therefore requested a breathable material, which might not have as high "U" value but would assist with thermal improvement, should be considered instead.*

*The proposed replacement of the inner flat roof, removing the ply wood and replacing with yellow pine and re-leading to higher upstands to take account of the changing climate, the roof to current standards is considered appropriate and should assist in stopping water ingress. Matching slate is acceptable.*

*Conditions.*

*The unblocking of fireplaces and doorways should have a watching brief.*

## 2.2. TOPOGRAPHY AND LOCATION

The proposed site lies down a private driveway, at the western edge of Boskenna. The proposed site comprises the interior spaces in Boskenna Manor. The site lies at the western end of the dwellings and farm at Boskenna, in agricultural fields, with wooded areas, just to the north of the St. Loy's coastline. The site lies at a height of c.92m AOD.

## 3.0 HEALTH & SAFETY AND ENVIRONMENTAL POLICIES

---

### 3.1. SWARCH H&S POLICIES

SWARCH is committed to the highest standards of health and safety awareness. Works will be carried out in accordance with the *Health and Safety at Work Act 1974*, the *Management of Health and Safety Regulations 1992*, and other relevant health and safety legislation, regulations and codes of practice. All SWARCH field staff hold current CSCS safety cards and EFAW or FAW qualifications. Specific RAMS and RA have been produced for this site, and will be taken onto site with any SWARCH personnel.

### 3.2. SPECIFIC HEALTH & SAFETY MEASURES

- 3.2.1. The site archaeologist will undertake any site safety induction course provided by the Client.
- 3.2.2. The Client will provide details of all and any known buried services or mining shafts/pits likely to be encountered, and provide specific guidance on how works should be undertaken around those services.
- 3.2.3. These health and safety requirements will be observed at all times by any archaeological staff working on site, particularly when working with machinery, deep excavations or open water.
- 3.2.4. Appropriate PPE will be employed at all times. As a minimum: high-visibility jackets, safety helmets and protective footwear. Additional PPE (gloves, glasses) will be worn as required.
- 3.2.5. If the depth of trenching exceeds 1.2 metres a dynamic risk assessment will be undertaken to determine the stability of the excavation. If necessary, trench sides will be shored or stepped to enable archaeologists to examine and if appropriate record the section of the trench/features.
- 3.2.6. A robust risk assessment methodology (shoring, stepping etc.) for work in deep trenches will be developed with the Client and the groundcrew to ensure the safest possible working conditions for SWARCH personnel.

### 3.3. ENVIRONMENTAL POLICIES

- 3.3.1. SWARCH is committed to the laws, regulations, and other policy mechanisms concerning environmental issues and sustainability. These issues include air and water pollution, solid waste management, biodiversity, ecosystem management, maintenance of biodiversity, the protection of natural resources, wildlife and endangered species, energy or regulation of toxic substances including pesticides and many types of industrial waste.
- 3.3.2. As a provider of archaeological services, SWARCH, its employees and subcontractors have a responsibility for the protection of archaeological heritage. In line with the CIfA *Environmental Protection Policy* para.1, SWARCH recognises that its responsibilities to the built heritage extend to the environment more generally, and that archaeological activities have the potential to affect the environment<sup>4</sup>.
- 3.3.3. SWARCH will adhere to the environmental policies of the Client, and, if applicable, will take steps to minimise environmental damage or pollution arising from archaeological fieldwork.

---

<sup>4</sup> CIfA 2016: *Policy Statements*.



FIGURE 1: LOCATION MAP.

## 4.0 PROJECT AIMS AND TIMETABLE

### 4.1. PROGRAMME OF WORKS

- 4.1.1. Undertake historic building recording of the areas of the building affected by the works.
- 4.1.2. Undertake archaeological monitoring of areas of the building affected by the proposed works, in particular the opening up of doorways and fireplaces;
- 4.1.3. Analyse and report on the results of the project as appropriate.

### 4.2. TIMETABLE

- 4.2.1. No timetable has been agreed yet for the works to take place, but the works are expected to take place in winter/spring 2021.



## 5.0 RESEARCH OBJECTIVES

---

### 5.1. RESEARCH OBJECTIVES

- 5.1.1. The monitoring of the works will feed into the following SWARF objectives<sup>5</sup>:
- 5.1.2. Research Aim 7: Increase and develop the recording of the built environment.
- 5.1.3. Research Aim 4: Encourage wide involvement in archaeological research and present modern accounts of the past to the public.

## 6.0 METHODOLOGY

---

### 6.1. HISTORIC BUILDING RECORDING

Historic building recording of the areas affected by the proposed works will be carried out. Written records will be accompanied by a comprehensive photographic record and plans and elevations provided by the Client/architect will be annotated. This work will conform to level 2/3 of the appropriate Historic England guidance<sup>6</sup>. Any historic building fabric or features revealed during the works will be recorded to level 2/3 of the appropriate guidance.

### 6.2. ARCHAEOLOGICAL MONITORING

- 6.2.1. Monitoring of the site will be carried out in compliance with the relevant guidance<sup>7</sup> (CIfA 2014).
- 6.2.2. Any archaeological features exposed will be investigated and recorded by the site archaeologist.

### 6.3. METHODOLOGY

- 6.3.1. The Client will provide SWARCH with details of the location of existing services, groundworks within the site area, and of the proposed construction programme.
- 6.3.2. All excavation of exposed archaeological features shall be carried out by stratigraphically by hand and recorded according to CIfA guidelines and best practice.
- 6.3.3. Where archaeological features are exposed, then as a minimum:
  - i) Small discrete features will be fully excavated;
  - ii) Larger discrete features will be half-sectioned (50% excavated);
  - iii) Long linear features will be sample excavated along their length, with investigative excavations distributed along the exposed length of any such feature, and to investigate terminals, junctions and relationships with other features.
- 6.3.4. Should the above proportions not yield sufficient information to allow the form and function of archaeological features/deposits to be determined, full excavation of such features/deposits may be required. Additional excavation may also be required for the taking of palaeo-environmental samples and recovery of artefacts. Any variation of the above will be undertaken in consultation with the LPA.
- 6.3.5. If articulated human remains are revealed, these will be left in-situ, covered and protected, and the Coroner notified. Removal will take place in line with the appropriate Ministry of Justice and environmental health regulations. A MoJ licence will be obtained prior to removal.
- 6.3.6. Any finds identified as treasure or potential treasure, including precious metals, groups of coins or Prehistoric metalwork, will be dealt with according to the Treasure Act 1996 Code of Practice (2<sup>nd</sup> Revision) (Dept for Culture Media and Sport). Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the finds from theft.

---

<sup>5</sup> Grove, J. & Croft, B.. (eds.) 2012: *The Archaeology of South West England: South West Archaeological Research Framework; Research Strategy 2012-2017*. Somerset County Council.

<sup>6</sup> Historic England 2016: *Understanding Historic Buildings: a guide to good recording practice*.

<sup>7</sup> CIfA 2014: *Standard and Guidance Archaeological Field Evaluation*.

## 6.4. SAMPLING STRATEGY

- 6.4.1. Where suitable deposits are exposed then samples will be collected in preparation for scientific assessment/analysis/dating. Sampling will be undertaken in line with the relevant guidance<sup>8</sup>. It is envisaged that samples will either consist of bulk soil samples [sampling 100% or 40 litres, in labelled 5 litre plastic sample tubs] or vertical sediment columns [monolith tins].
- 6.4.2. Suitable deposits are taken to include contexts where sampling will recover material for dating or palaeo-economic evidence (e.g. sealed pits, basal deposits), or waterlogged/well-preserved sediments with potential for palaeo-environmental remains.
- 6.4.3. Bulk samples will be stored in sealed containers until off-site processing by SWARCH personnel. The flot will be separated and the residue examined for small artefacts/ecofacts/hammerscale. The residue will be disposed of appropriately, and the flot/remnant forwarded for specialist analysis.
- 6.4.4. Monolith samples will be stored under controlled conditions before delivery to the appropriate specialist.
- 6.4.5. The project will be organised so that specialist consultants, and the regional Historic England science advisor, can be called upon during the works as necessary.

## 6.5. RECORDING

- 6.5.1. Standardised single recording sheets will be employed.
- 6.5.2. Survey drawings in plan, section and profile at 1:10, 1:20, 1:50 and 1:100 will be prepared, as appropriate to the size and/or significance of archaeological features.
- 6.5.3. A photographic record of the excavation and will be prepared. This will include photographs illustrating the principal features and finds discovered, in detail and in context. The photographic record will also include working shots to illustrate more generally the nature of the archaeological operation mounted. All photographs of archaeological and architectural detail will feature an appropriately-sized scale.
- 6.5.4. Survey and location of features (metal finds to sub-metre accuracy).
- 6.5.5. All stratified finds, except when clearly modern, will be retained, bagged and labelled on site. Unstratified post-1800 material may be discarded on site, but a representative sample will be retained.
- 6.5.6. Spoil will be examined for the recovery of artefacts; a metal detector may be used to enhance the recovery of metal finds.
- 6.5.7. All retained artefacts will be processed (washed, identified, weighed, counted) and assessed for their stratigraphic and research potential.
- 6.5.8. Any variation of the above shall be agreed in consultation with the LPA.

## 7.0 MONITORING

---

- 7.1.1. SWARCH shall agree monitoring arrangements with the LPA and give two weeks' notice, unless a shorter period is agreed, of commencement of the fieldwork. Details will be agreed of any monitoring points where decisions on options within the programme are to be made
- 7.1.2. If significant or complex archaeological remains are uncovered, SWARCH will liaise with the client and LPA to determine the most satisfactory way to proceed.
- 7.1.3. Monitoring will continue until the satisfactory completion of an OASIS report.
- 7.1.4. SWARCH will notify the LPA upon the completion of each stage of fieldwork.

## 8.0 REPORTING

---

### 8.1. REPORTING STRATEGY

---

<sup>8</sup> English Heritage 2011: *Environmental Archaeology: a guide to the theory and practice of methods, from sampling and recovery to post-excavation*.

- 8.1.1. Copies of the report(s) detailing the results of these investigations will be submitted to the OASIS (*Online Access to the Index of Archaeological Investigations*) database under reference southwes1-412889 within 3 months of completion of fieldwork, longer as dictated by specialist reporting, etc. The type of report produced will be agreed with the LPA in light of the results.

## 8.2. POST-EXCAVATION ASSESSMENT

- 8.2.1. In the event that works reveal significant archaeological remains with the potential to yield important information, it may be appropriate to undertake a post-excavation assessment and revise this WSI. This document may also fulfil the requirement for an interim report if a substantial publication delay is anticipated. This decision would be taken in collaboration the LPA. If a post-excavation assessment is undertaken, it would include the following elements:
- 8.2.2. A summary of the project and its background;
- 8.2.3. A plan showing the location of the site, and plans showing the location of archaeological features and artefactual or palaeo-environmental deposits;
- 8.2.4. Research aims and objectives;
- 8.2.5. A method statement, outlining how these aims and objectives will/have been achieved;
- 8.2.6. Detail the tasks to be undertaken;
- 8.2.7. The results of specialist assessment reports;
- 8.2.8. The project team;
- 8.2.9. The overall timetable, including monitoring points with the LPA; and
- 8.2.10. Detail of the journal/article in which the material will be published.
- 8.2.11. The LPA will receive a draft of this report within three months of the completion of the fieldwork, allowing for delays in the preparation of specialist reports.

## 8.3. ARCHIVE REPORT

- 8.3.1. If a full report is produced it will include the following elements:
- 8.3.2. A report number, date and the OASIS record number;
- 8.3.3. A summary of the project background;
- 8.3.4. A description and illustration of the site location;
- 8.3.5. A methodology of the works undertaken, and an evaluation of that methodology;
- 8.3.6. Plans and reports of all documentary and other research undertaken;
- 8.3.7. A summary of the results;
- 8.3.8. An interpretation of the results in the appropriate context;
- 8.3.9. A summary of the contents of the project archive and its location (including summary catalogues of finds and samples);
- 8.3.10. A location plan and overall site plan including the location of areas subject to archaeological recording;
- 8.3.11. Detailed plans of areas of the site in which archaeological features are recognised along with adequate OD spot height information. These will be at an appropriate scale to allow the nature of the features exposed to be shown and understood. Plans will show the site and features/deposits in relation to north. Archaeologically sterile areas will not be illustrated unless this can provide information on the development of the site stratigraphy or show palaeo-environmental deposits that have influenced the site stratigraphy;
- 8.3.12. Plans will be located using a dGPS with an accuracy of <20mm. Very large features may be recorded entirely using the dGPS and plotted directly into GIS;
- 8.3.13. Section drawings of deposits and features, with OD heights, at scales appropriate to the stratigraphic detail to be shown and must show the orientation of the drawing in relation to north/south/east/west. Archaeologically sterile areas will not be illustrated unless they can provide information on the development of the site stratigraphy or show palaeo-environmental deposits that have influenced the site stratigraphy;
- 8.3.14. A description of any remains and deposits identified including an interpretation of their character and significance;
- 8.3.15. Analysis, as appropriate, of significant artefacts, environmental and scientific samples;
- 8.3.16. Discussion of the archaeological deposits encountered and their context;
- 8.3.17. A consideration of the evidence within its wider context;

- 8.3.18. Site matrices where appropriate;
- 8.3.19. Photographs showing the general site layout and exposed significant features and deposits referred to in the text. All photographs will contain appropriate scales, the size of which will be noted in the caption;
- 8.3.20. A summary table and descriptive text showing the features, classes and numbers of artefacts recovered and soil profiles with interpretation;
- 8.3.21. Specialist assessment or analysis reports where undertaken.
- 8.3.22. The LPA will receive the report within three months of completion of fieldwork, dependant on the provision of specialist reports, radiocarbon dating results etc, the production of which may exceed this period. If a substantial delay is anticipated then an interim report will be produced and a revised submission date for the final report agreed with the LPA.

## 8.4. PUBLICATION AND DISSEMINATION

- 8.4.1. It is not anticipated that the results of this evaluation will merit wider dissemination. Subject to the results of the work a note may be submitted to the journal *Cornish Archaeology* for inclusion in the *recent fieldwork* section.

## 8.5. PUBLIC PARTICIPATION

- 8.5.1. The relatively short-term and intensive character of this fieldwork, together with health and safety considerations (inherent risk and lack of appropriate training) and CIfA policies on the use of volunteers mean that public participation during the evaluation is not feasible.
- 8.5.2. The results of the initial monitoring work will inform the need for any subsequent fieldwork. Publicity and public engagement (e.g. open days etc.) are more likely should and if the archaeological value of the site is demonstrated.

## 9.0 ARCHIVE

---

- 9.1.1. On completion of the project an ordered and integrated site archive will be prepared in accordance with the appropriate guidelines<sup>9</sup>.
- 9.1.2. The archive will consist of two elements, the material archive and the digital archive.
- 9.1.3. SWARCH will, on behalf of the Royal Cornwall Museum (RCM) obtain a written agreement from the landowner to transfer title to all items in the material archive to the receiving museum.
- 9.1.4. If ownership of all or any of the finds is to remain with the landowner, provision and agreement must be made for the time-limited retention of the material and its full analysis and recording, by appropriate specialists.
- 9.1.5. The material archive, comprising the retained artefacts/samples and the hardcopy paper record (if requested) will be cleaned (or otherwise treated), ordered, recorded, packed and boxed in accordance with the deposition standards and selection strategies of the RCM, and in a timely fashion. Should SWARCH be unable to attain a selection strategy from the Museum, specialists will be consulted to achieve an appropriate strategy in line with best practice.
- 9.1.6. If the RCM wishes to retain the hardcopy paper archive, it will be deposited with the rest of the material archive under the same accession number. Should the RCM decline the hardcopy paper archive, that archive will be offered to other appropriate museum bodies or LPA. If a suitable third party cannot be found, the hardcopy paper archive will be retained by SWARCH for 3 years and then destroyed.
- 9.1.7. The digital archive, including copies of all relevant documentation relating to the project and digital copies of all photographs, will be deposited with the Archaeology Data Service (ADS) in compliance with their standards and requirements and according to Historic England guidance<sup>10</sup> for digital photography.
- 9.1.8. SWARCH will notify the LPA of the deposition of the material (finds) archive with the RCM, and the deposition of the digital archive with the ADS

<sup>9</sup> Historic England 2015: *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide*.

<sup>10</sup> Historic England 2015: *Digital Image capture and File Storage: guidelines for best practice*.

- 9.1.9. There will not be a requirement to prepare an archive for fieldwork projects that do not expose deposits of archaeological interest and yield little or no artefactual material. The results of these projects will be held by the HER in the form of the report submitted by SWARCH and the creation of an OASIS entry and uploading of the report, subject to the approval of LPA.
- 9.1.10. The archive will be completed within 3 months of the completion of the final report.

## 10.0 PERSONNEL

---

### 10.1. SWARCH PERSONNEL

- 10.1.1. The project will be managed by Samuel Walls BA MA PhD MCIFA (Director at SWARCH 2013-present with 10 years of experience in the commercial sector).
- 10.1.2. The building recording and monitoring will be undertaken by SWARCH personnel with appropriate expertise and experience, or supervised by SWARCH personnel with appropriate expertise and experience: Bryn Morris BA MA PhD ACIFA (Director at SWARCH 2013-present with 12 years commercial experience); Joe Bampton BA MA (10 years commercial experience); Peter Webb BA MA<sup>2</sup> (12 years commercial experience).
- 10.1.3. Where necessary, appropriate specialist advice will be obtained.

### 10.2. SPECIALISTS

Bone	Hayley Foster MA
Building Recording	Richard Parker
Conservation	Alison Hopper-Bishop BSc
	Laura Ratcliffe BSc
Curatorial	Thomas Cadbury MA
	Alison Mills
	Fiona Pitt
Environmental Sample Processing	SWARCH personnel
Lithics	Peter Webb MA
Medieval Pottery	John Allan
Metal & Leatherwork	Quita Mould MA
Mills & Hydroelectric Plants	Martin Watts
Plant Macro-Fossils	Wendy Carruthers
Pollen Analysis	Ralph Fyfe PhD
Post Medieval Pottery	Bryn Morris PhD
Prehistoric Pottery	Henrietta Quinnett
	Imogen Wood PhD
Roman Pottery	Alex Croom
	Imogen Wood PhD
Wood Identification	Dana Challinor PhD

## 10.3. TRAINING AND CPD

- 10.3.1. Where appropriate, SWARCH will seek to provide training opportunities to SWARCH personnel during the archaeological fieldwork and post-excavation process. Training would be undertaken in order to enhance recording and recovery, and maximise the research gain.
- 10.3.2. SWARCH training plans (PDP) and CPD logs will be updated during the project, as appropriate to need and demand.
- 10.3.3. It is envisaged that artefact awareness and recognition are likely to receive further training.

## 11.0 INSURANCES AND QUALITY CONTROL

---

- 11.1.1. SWARCH carry Professional Indemnity Insurance cover up to £5 million, Public Liability up to £5 million and Employers Liability up to £10 million.
- 11.1.2. SWARCH is a Registered Organisation (RO) with the Chartered Institute for Archaeologists (CIfA).
- 11.1.3. SWARCH is committed to the highest standard of professional ethics and technical standards, and adheres to CIfA and Historic England guidelines in the conduct of our work.
- 11.1.4. The work undertaken will be carried out by professional archaeologists overseen by supervisors of ACIfA-level competence. The works and products will be overseen and checked by professional archaeologists with MCIfA-level competence.

## 12.0 CONFLICT WITH OTHER CONDITIONS AND STATUTORY RESTRAINTS

---

- 12.1.1. Even where groundworks are being undertaken under the direct control and supervision of SWARCH personnel, it remains the responsibility of the Client - in consultation with SWARCH, the applicant or agent - to ensure that the required archaeological works do not conflict with any other conditions that have been imposed upon the consent granted and should also consider any biodiversity issues as covered by the NERC Act 2006. In particular, such conflicts may arise where archaeological investigations/excavations have the potential to have an impact upon protected species and/or natural habitats e.g. SSSIs, National Nature Reserves, Special Protection Areas, Special Areas of Conservation, Ramsar sites, County Wildlife Sites etc.



The Old Dairy  
Hacche Lane Business Park  
Pathfields Business Park  
South Molton  
Devon  
EX36 3LH

[www.swarch.net](http://www.swarch.net)

01872 223164

[mail@swarch.net](mailto:mail@swarch.net)